

FACILITY TENANT AGREEMENT
FOR
FMU 77

Revised October, 2001

Record of revision:
10-01 Emphasis on the responsibility of tenant to notify FM of all new or modified activities that potentially impact facility operating limits as required in the Facility Safety Plan.
10-01 Reduction in cost per square foot from \$17.14 to \$16.80 to combat negative changes in tax structure for Tenants.

Stephanie Archuleta, FMU 77 Acting Facility Manager

The undersigned representatives of FMU 77 management and the individuals or organizations that occupy space and/or have activities that fall under a safety-responsible line management chain (herein after called “Tenants”), endorse this agreement to support and participate in the safe and effective operation of the facility. We recognize that this facility is essential to the accomplishment of work for our customers and that it must be properly managed, operated, and maintained to meet not only current needs, but also the evolving future program needs. We agree that we will conduct operations, within FMU 77, consistent with the roles, responsibilities, authorities and other provisions contained in this Agreement. The effective date of this agreement is October 1, 2001 through September 30, 2002.

FMU 77 ACTING FACILITY MANAGER: Stephanie Archuleta

ACTING FACILITY MANAGER SIGNATURE: _____

DATE: September 27, 2001

XXX GROUP LEADER: xxxxxxxxxx

GROUP LEADER SIGNATURE: _____

DATE: _____

FACILITY-TENANT AGREEMENT For FMU 77

I. PURPOSE

This document is based on the requirements of LIR 250-02-02.8 Facility Tenant Agreements (FTA). This constitutes an agreement between Stephanie Archuleta, the Acting Facility Manager (FM) of Facility Management Unit (FMU) 77, and the organizations who reside within the bounds of this defined facility (Tenants). Stephanie Archuleta derives her authority from Susan Seestrom, Physics Division Leader (DL), who has been assigned ownership of FMU 77.

The signatories enter into this agreement for the purpose of formalizing working relationships to gain a more accurate understanding of facility operating costs, to improve facility dependability, and to enhance the overall cost-effectiveness of facility operations and maintenance. The fundamental principles of facility management and the operating parameters within which Laboratory FM's and Tenants must function are set forth in the documents and formal agreements listed below. By reference, their contents become a part of this agreement.

UC/DOE CONTRACT #W-7405-ENG-36 FOR MANAGEMENT OF THE LOS ALAMOS NATIONAL LABORATORY

Appendix F, O Performance Objectives, Criteria and Measures

LIG 240-01-10.	Facility Safety Plans
LIR 230-03-01.	Facility Management Work Control
LIR 240-01-01.	Facility Configuration Management
LIR 240-01-03.	Authorization Agreement
LIR 250-02-01.	Occupying or Vacating Workspace
LIR 250-02-02.	Facility-Tenant Agreement
LIR 280-02-01.	Laboratory Facility Management Program
LIR 300-00-01.	Safe Work Practices
LIR 300-00-05.	Facility Hazard Categorization
LIR 300-00-07.	Non Nuclear Facility Safety Authorization
LIR 402-10-01.	Hazard Analysis and Control for Facility Work
LPR 210-03-00.	Define the Facility
LPR 240-01-00.	Facility and Operating Limits and Configuration
LPR 240-02-00-0.	Managing Facility & Tenant Operations Limits & Configuration
LPR 250-01-00-0.	Managing Facility Business
LPR 250-02-00.	Facility Partnership Agreements
LPR 250-02-00-0.	Facility Partnership Agreements
LPR 280-02-00-0.	Roles & Responsibilities for Managing Facilities

Visit our website at www.lanl.gov/pfm for this document and other relevant FMU 77 Documentation.

II. MANAGEMENT GUIDANCE FOR FMU 77

A. A Steering Committee consisting of management representatives of the Tenants will work in partnership with the DDP and the FM to provide guidance in the development of the management philosophy, endorsing FM policies and procedures, assisting in determination of project priorities when appropriate, reviewing space charge modifications, and defining the extent and type of services to be provided by the FMU. They will accomplish a quarterly review of the FMU 77 budget to assess the adequacy and distribution of the funds and recommend rate and/or allocation adjustments. The guiding principles for the Steering Committee's activities are supporting the accomplishment of Laboratory goals and missions, appropriate cost allocation, and cost effectiveness of operations with the full understanding that an accounting separation must be maintained between facility operating costs and the experimental programs operating costs.

B. The voting membership will consist of a **management** representative from the five Divisions occupying the majority of total space within the FMU. The individuals appointed by their respective Division Directors will represent all of the groups from the parent organization and other minor tenants as requested. Each of these appointees will have one alternate that has the ability to vote in their stead should they be unavailable. DDP and the FM of unit 77 will be ex-officio members of the committee. The FY02 Tenant representatives and their organizations are:

DX Division	Al Anderson; DX-5, DX-6, DX-7, DX-8, DX-DO
Alternate	Bob Thornton
EES Division	Dottie Austin; EES-6, EES-8, EES-9, EES-10, EES-11, EES-DO
Alternate	TBD
MST Division	Richard Silver; MST-8, MST-10, MST-11, MST-NHMFL, MST-STC
Alternate	Michael Keleher
NIS Division	Robert Bollman; NIS-1, NIS-2, NIS-3, NIS-4, NIS-RD, NIS-CSSE
Alternate	TBD
P Division	Kurt Schoenberg; P-21, P-22, P-23, P-24, P-25, P-FM, P-DO
Alternate	Gene Linzey

C. All other organizations occupying space within FMU 77 are expected to raise their issues or concerns through one of the standing members of the Steering Committee, or the FM.

NOTICE: Steering Committee meetings are not closed. Tenant representatives for each organization are welcome; however, the standing members listed above are the only voting members.

D. Consensus is the operational goal for the decision process of the Steering Committee; however, a vote by the committee on an issue discussed during a Committee meeting shall be binding on all the tenants of FMU 77. A quorum of the voting Committee members must be reached when the vote is taken. A quorum is defined as 3/5 of the voting members of the Committee. Only one vote will be counted for each division representative member of the Committee.

E. The decisions of this body will be binding on all Tenants of FMU 77.

1. The institutional concerns of this group will be championed by the FM before the Facility Management Council (FMC). The DL will champion higher level topics before the LLC or the appropriate working group to resolve issues that require institutional leadership guidance or support.

2. Any dispute between a Tenant and the FM not resolved by the Steering Committee will follow the Dispute Resolution Process between FMS (Facility Management Support Group), the DL of the FMU and Tenant, the Tenant, and the FM, which is outlined in section 5.2 of LIR 250-02-02.

III. FACILITY-TENANT AGREEMENT MODIFICATIONS

- A. The conditions and agreements contained in this document can be modified at the request of any tenant organization that is a party to it, by initiating the following procedure:
 1. Written notification to all FMU 77 Steering Committee members stating the nature of the requested Facility-Tenant Agreement modification and the basis of the request.
 2. The FM will investigate the request and consult with other Tenants and/or SMEs regarding the potential impacts of the proposal.
 3. The FM will prepare a formal FTA modification to be presented to the FMU 77 Steering Committee to discuss and pass on the request to the organizations they represent.
 4. Upon acceptance of the requested modification by the committee and with the concurrence of DDP, it becomes a part of this FTA document and is binding on all parties for the duration of the FTA period.
 5. The FM will communicate the FTA modification to all Tenants and their management.

Laboratory requirements that are issued subsequent to the effective date of this document will be cause for a review of the conditions of this agreement to evaluate the potential need for a FTA modification.

IV. FACILITYTENANT AGREEMENT PERIOD

The duration of this Agreement is 365 days from the effective date and is intended to be reviewed and approved by all parties prior to the beginning of the next Agreement period. The document in force at the end of the period will continue on a month to month basis pending the signing of the Agreement for the new period.

V. SCOPE

- A. The boundaries of the facility and the buildings located within the geographical unit defined by the Laboratory as FMU 77 are shown on the maps in *Attachment I*. The FM physical area of ownership and responsibility includes:
 1. The building shell including roofs, walls, and floor.
 2. Partitions between tenants.
 3. All building utility supply lines to the point of connection to tenant operational equipment.
 4. All mechanical and electrical rooms.
 5. All electrical panels.
 6. All rooftop equipment owned by the FMU.
- B. The Tenant physical area of ownership and responsibility includes:
 1. Process/experimental/operational equipment.
 2. Physical interior space occupied by the tenant and other areas to a given programmatic facility or operation.

- C. This FTA sets forth the responsibilities retained by the Tenants, and the responsibilities of the FM, and the services that will be provided by the FMU. The signatures of the FM and the Tenant Group Leader (or their designated representative) will be considered acceptance of all conditions set forth in this document and will be binding on all parties.
- D. FTA's shall be completed with all tenants with the following exceptions:
 - 1. PTLA - As an organization, PTLA does not require a tenant agreement. Facility Managers shall deal with S Division for PTLA occupied space.
 - 2. JCNNM - All requirements for JCNNM are covered under their contract with the UC and consequently do not require tenant agreements.
 - 3. Utilities and Infrastructure - No tenant agreement is required. At the option of U&I, an interface agreement for services may be initiated.
 - 4. LEASE SPACE - No tenant agreement is required. Operations are covered under the safe work practices LIR for which the safety- and environment-responsible line-management chain has responsibility. The lease contract is an agreement between the Lab and the commercial lease property owner.
 - 5. SUBCONTRACT/DEPLOYED PERSONNEL - These are covered by cognizant managers of the organization to which the individuals are permanently assigned and do not require separate agreements.
 - 6. FIRE STATIONS - Fire Stations not transferred to the Los Alamos County shall be covered by a tenant agreement between the EM&R (S-8) and the affected facility manager.

VI. FM RESPONSIBILITY

- A. The FM's responsibility is to provide leadership to the P-FM Organization that comprises the Facility Management Support Team (FMST) in support of Tenant's programs that lead to the accomplishment of LANL mission and goals. The FM is obligated to assist Tenant line management in assuring a safe work environment. The FM agrees to accept the following responsibilities for the Tenant organizations:

6.1.1. Roles, Responsibilities, and Authorities of the Facility Manager.

The Facility Manager shall:

- 1. Act as the agent for the owning division director, representing the owning Division Director's responsibilities and authority.
- 2. Maintain the physical assets (such as building support systems) inside the FM's physical area of responsibility.
- 3. Authorize all facility-related work within the facility boundary as defined in section 4.2 of LIR 250-02-02.
- 4. Concur with all changes in tenant operations or configuration that could adversely affect other tenants or the physical facility.
- 5. Concur with changes in tenant operations that are outside the scope of approved work or that could violate this agreement or possibly change the established facility operating limits and keep tenant managers apprised of changes to overall facility operating limits. In the case of changes in tenant operations occurring in multi-tenant facilities, the FM shall ensure that tenants are aware of adjacent activities and hazards.

6. Evaluate and recommend mitigation of co-tenant operational impacts.
7. Maintain the overall facility and operating limits agreements such as the Safety Basis Documentation and Authorization Agreements.
8. Have the authority to review and monitor tenant operations to determine if they meet the Facility Safety Plan (FSP) and Facility Tenant Agreement (FTA) requirements.
9. Correct or shut down facility or tenant operations or activities that violate the FTA or affect safety.
10. Determine those procedures that require consistent application in the facility in order to stay within the facility operating limits.
11. Perform activities inside the FM's physical area of responsibility, according to all approved work activity documents, applicable laws, contract agreements, Laboratory requirements, and the FTA.
12. Define and document facility capability limits.
13. Define and document a brief description of the facility management organization, and the services they provide.
14. Define and document the methodology used for determining the cost of provided services, the services to be provided, and the financial commitments of tenants for the provided services.
15. In coordination with the tenant manager, define and document the amount of rigor to be applied to assure that Laboratory work spaces are managed and maintained in a safe and work ready condition prior to occupancy when vacated (refer to LIR 250-02-01).
16. In coordination with the tenant manager, ensure, agree, and state in the final agreement that resources will be negotiated to ensure mitigation of known life-threatening hazards and potential for major environmental contamination incidents. In the event that life-threatening hazards or the potential for major environmental contamination incidents are found, work will be stopped, compensatory measures put into place, and, as a minimum, actions taken to reduce the hazard or potential for contamination below the life-threatening or serious level.
17. Be responsible for cranes and hoists that are permanently installed in a building or permanently installed on-site within the FMU. Examples are overhead bridge cranes, monorail cranes, and jib cranes that are anchored to walls, overhead structures, or the floor.
18. Send all communication for the tenant steering committee to the steering committee representative, their group office administrator, and the alternate named to the steering committee.
19. Maintain an accurate list of tenant contacts made up of Group Leaders, Group Office Administrators, and others identified by the tenants and utilize it for routine communication concerning facility events and notices. See *Attachment II*
20. Provide Emergency Evacuation Maps and Procedures to tenants.

The facility manager shall *not*:

1. Authorize work that is performed inside the tenant's physical area of responsibility that exceeds or increases the risk of exceeding the established tenant operating limits or facility operating limits in the FTA.
2. Be responsible for the consequences of unapproved tenant activity contrary to commitments established in the FTA.

B. FM Organization: The organizational chart for P-FM appears as *Attachment III*.

C. FM Personnel: The P-FM organization is comprised of a core unit of personnel with professional expertise in the various fields required for effective facility management, i.e., land use, accounting, project management, engineering disciplines, construction, equipment inspection, operation and maintenance, environmental health and safety; with expertise in other specialty areas obtained as needed. The FM requires members of the support team to maintain their professional standing in their field of qualification through a combination of the following activities: formal training, certification and/or participation in both local and national conferences. They are required to keep abreast of, and participate in, the development of changes to state and federal regulations, DOE orders or standards, and LANL policies, procedures, standards and guides.

VII. OCCUPANT RESPONSIBILITY

A. Tenant line management (group leaders and above) retains responsibility and authority over the conduct of programmatic operations within FMU 77 that are under their purview. They retain the responsibility and are accountable for the actions of individuals conducting these operations and must assure the adequacy of the training and qualifications of employees within their organization. Line managers are also responsible for periodically reviewing operations to ensure they are within the facility controls defined in the FSP and FTA.

7.1.1 Roles, Responsibilities, and Authorities of the Tenant.**The Tenant shall:**

1. Define the tenant work activities, perform necessary hazard analysis & control, and establish operating limits and procedures for the tenant's work.
2. Define authorized inventory of hazardous materials as an operating limit.
3. Own and maintain the physical assets inside the tenant's physical area of responsibility.
4. Concur with all changes to the facility limits that affect tenant operations and inform the facility manager of all changes potentially impacting the facility operating limits.
5. Perform activities within the tenant's physical area of responsibility, according to all approved work activity documents, applicable laws, contract agreements, Laboratory requirements, and the FTA in accordance with the operating limits as defined in the FSP.
6. Assure that all tenant employees are trained and qualified for the access they require and the work they perform.
7. Assure day-to-day physical and operational security for their areas of responsibility (i.e. All tenant organizations must ensure that building entrances are closed and locked during all non-business hours).

8. Provide sub-master keys or combinations to locks to the FM for the tenant's areas of responsibility for the emergency response purposes.
9. Follow facility-specific requirements and ensuring that all work within the tenant's physical area of responsibility receives required safety review prior to approval by:
 - Notifying the FM when a stop work order is issued
 - Complying with all requirements of the operating limits
 - Notifying the FM when an incident occurs
 - Allowing the FM to monitor their processes
10. Define and document tenant operating and inventory limits.
11. In coordination with the FM, ensure, agree, and state in the final agreement that resources will be negotiated to ensure mitigation of known life-threatening hazards and potential for major environmental contamination incidents. In the event that life-threatening hazards or the potential for major environmental contamination incidents are found, work shall be stopped, compensatory measures put into place, and, as a minimum, actions taken to reduce the hazard or potential for contamination below the life-threatening or serious level.
12. In coordination with the FM, define and document the amount of rigor to be applied to assure that Laboratory work spaces are managed and maintained in a safe and work ready condition prior to occupancy when vacated (refer to LIR 250-02-01.).
13. Be responsible for cranes and hoists that are not permanently installed and can be moved from one location to another. This definition shall include wheeled gantry cranes, shop cranes, and units that are an integral part of an experiment or process such as cranes attached to experimental equipment. The owning tenant manger must designate an individual to provide custodial responsibility for all lifting devices assigned to the tenant. The owning division director shall resolve ownership for "gray area" equipment that cannot be resolved between the FM and the tenant.
14. Assign one principal point of contact and one alternate to communicate with FMU 77 concerning work requests by using the FMU 77 work request e-mail (fmu77-workrequest@lanl.gov) or a link to it through our web page (www.lanl.gov/pfm). This gives the facility coordinator a specific contact person who is familiar with the information needed to initiate the work control process and has budgetary spending authority for their group.

The tenant shall *not*:

1. Approve work that is performed outside the tenant's physical area of responsibility.
 2. Authorize approval of work that exceeds, or increases the risk of exceeding, the tenant or facility operating limits.
- B. Individual employees are responsible for:
1. Maintaining their work areas in a safe, uncluttered condition that is consistent with good industrial practices as well as organizational policies and procedures.
 2. Proper handling and storage of hazardous materials and associated wastes they generate and for the maintenance of all paperwork required of the custodian and waste generator.

3. The safe transport of their hazardous materials and for the preparation of appropriate documentation.
4. Reading, understanding, and complying with approved FMU 77 policies and procedures. See *Attachment IV*.
5. Reporting unsafe operations to their supervisor and stopping work, if necessary.
6. Reporting unsafe facility conditions to the FM or the appropriate member of P-FM.
7. Not performing or allowing facility work to be performed in their work area, unless it has been authorized by the FM (i.e. drilling holes into walls, floors, or ceilings or otherwise altering any building function).
8. Notifying the FM of all new or modified activities that have the potential to impact the facility operating limits as defined in the FSP.
9. Being cognizant of and complying with Emergency Evacuation Maps and Procedures for the areas that they occupy. These documents are available on the FMU 77 homepage at [http:// www.lanl.gov/pfm](http://www.lanl.gov/pfm)

VIII. FACILITY MANAGEMENT SUPPORT TEAM FOR FMU 77 DUTIES

- A. Following is a list of duties and services provided by the FMU 77 Support Team under this Facility-Tenant Agreement. These services have been categorized into nine work packages developed by the Institutional Integrated Schedule effort (indirect) and adopted as a standard by the FMC for use by LANL Facility Managers. The following list contains only those duties necessary for the FM to meet his institutionally assigned responsibilities:
 1. Support Services Subcontract services coordination and oversight (custodial, facility equipment maintenance services, construction crafts, etc.).
 2. Building modification consultation and construction oversight.
 3. Maintenance activities scheduling and oversight.
 4. Facility ES&H oversight and Hazard Analysis coordination.
 5. Participation in Occurrence Reporting activities.
- B. Services that the FMU 77 Support Team are capable of providing or coordinating at the expense of the requesting Tenant:
 1. Waste management coordination.
 2. Spill coordination.
 3. Radiation control services.
 4. General ES&H consultation.
 5. Major projects consultation, management and oversight.
 6. Engineering Support.

IX. OPERATING LIMITS

FMU 77 has been categorized as a low hazard non-nuclear facility (in accordance with LIR 300-00-07). The FMU 77 Facility Safety Plan (FSP) comprises the Safety Basis for the facility and other information appropriate to safe operation including specific facility operating limits and measures for environmental protection. The following are general operating limits that apply throughout FMU 77:

1. All facility and tenant operations must be conducted within the limits of the applicable Facility Safety Plan and established Laboratory requirements.
2. All operations must be within the physical capabilities of the facility.
3. Through the Safe Work Practices process, tenant organizations must consider facility impacts and co-located tenant impacts in their assessment of hazards and controls.
4. Tenants must notify the FM of all new or modified operations that have the potential to impact any of the above listed items.

X. Occupying and Vacating Work Space

FMU 77 policy is that when a person moves within their group in space owned by that Group, only Group Management approval is needed. It will be the responsibility of the owning Group to update any required information regarding the new assignments of space within their Groups on the LANL Space Request System (<https://remedy.lanl.gov/Space>). Space moves crossing Group boundaries will follow the procedures described in the LIR 250-02-01. - Occupying or Vacating Workspace. Space vacated within FMU 77 will require the notification of the FM or appropriate Facility Coordinator so procedures outlined within LIR 250-02-01. - can be followed. Vacating space will also require an entry to the LANL Space Request System so the institution can appropriately reassign that space. If space within FMU 77 is newly occupied, the tenant is responsible for entering the new information into the LANL Space Request System.

XI. Facility budget

A. A budget to cover the cost of:

1. Support services, subcontract services, coordination, and oversight (custodial, facility equipment maintenance services, construction crafts, etc.).
2. Facility maintenance activities, scheduling, and oversight; will be provided through FM recharge to all tenants. The FMU 77 FY 02 rate for these services is \$12.18 per square foot of occupied space. This recharge rate is expected to produce a total maintenance revenue of \$4,132.5 K.

B. To allow the FM to meet responsibilities in the areas of ES&H and administrative management of the Facility an additional recharge rate of \$4.62 per square foot of occupied space. Based on the current space allocation this budget component of \$1,569.06 K is required to provide the resources for:

1. Management of the support services subcontract services coordination and oversight (custodial, facility equipment maintenance services, construction crafts, etc.).
2. Building modification consultation and minor construction oversight.
3. ES&H for facility work control
4. Facility ES&H oversight.
5. Occurrence Reporting activities coordination.

- C. *Attachment V* gives the area for each organization based on the latest MOADS space database reports. The FY02 total space rate is \$16.80 per billable square foot (which does not include institutional space recharges). The TA 51 space rate is \$13.00 per billable square foot.
- D. Institutional space recharge and utility rates for FY02 have not yet been approved, but are not expected to change significantly from the FY01 rates of \$3.9253 sq. ft. for FWO-Admin, \$5.9288 sq. ft. for utilities, and \$1.2278sq.ft. for new initiatives for a total of \$11.0819 sq. ft. Electric utility charges are determined by metering or by profile usage at \$0.0872/KWH.
- E. An incremental adjustment for optional specialty services can be made available. Rates will be determined for each tenant request, but in general will be set at 100% of full cost recovery.
- F. The Fenton Hill Site (TA 57) is leased from the National Forest Service and adheres to a different cost structure than the rest of the FMU. The details of this cost structure can be found in *Attachment VI*.

Attachment I

P-FM Area Maps

Attachment II

Tenant Contacts

Attachment III

P-FM Organizational Chart

Attachment IV

Approved FMU 77 Policies and Procedures

Required Tenant Reading

Under the University of California Operating Contract for Los Alamos National Laboratory, there are clear requirements regarding facility management. One part of the requirement is to ensure that all employees are cognizant of their responsibilities with regard to facility management. This required reading document is intended to outline for tenants of Facility Management Unit (FMU) 77 their responsibilities. The objective is to advise occupants of key terms in the Facility Tenant Agreement (FTA) and encourage them to consult the FTA in the event they need more information on the formal relationship between their line organization and the specific FMU that they occupy. Each line organization (Group Office, Division Office, etc.) is required to retain and make available to occupants a copy of the FTA.

Specific tenant responsibilities as defined in the FMU 77 FTA (section VII, paragraph B) are as follows:

Individual employees are responsible for:

1. Maintaining their work areas in a safe, uncluttered condition that is consistent with good industrial practices as well as institutional policies and procedures.
2. Proper handling and storage of hazardous materials and associated wastes they generate and for the maintenance of all paperwork required of the custodian and waste generator.
3. The safe transport of their hazardous materials and for the preparation of appropriate documentation.
4. Reading, understanding, and complying with approved FMU 77 policies and procedures.
5. Reporting unsafe operations to their supervisor and stopping work, if necessary.
6. Reporting unsafe facility conditions to the FM or the appropriate member of P-FM.
7. Not performing or allowing facility work to be performed in their work area, unless it has been authorized by the FM (i.e. drilling holes into walls, floors, or ceilings or otherwise altering any building function).
8. Notifying the FM of all new or modified activities that have the potential to impact the facility operating limits as defined in the FSP.
9. Being cognizant of and complying with Emergency Evacuation Maps and Procedures for the areas that they occupy. These documents are available on the FMU 77 homepage at <http://www.lanl.gov/pfm>.

The responsibilities of the FM, FMST, Tenant line management, and the Steering Committee are available in the FTA. The Laboratory and DOE will conduct audits to determine compliance with the FMU 77 FTA. Compliance clearly requires that occupants put the terms of the agreement into action. Your support of this effort is critical to Laboratory success in meeting integrated safety management goals.

WORK REQUESTS INSTRUCTIONS

The group appointed principle contact person or alternate send an e-mail to our work request system (fm77-workrequest@lanl.gov) or link to it from our homepage (www.lanl.gov/pfm):

INCLUDE IN SUBJECT LINE: TA-BLDG-RM

Include the following information in the text:

1. REQUESTER'S NAME, GROUP, MS, AND PHONE #
(Please set up one requester and one alternate requester per group with spending authority and channel all requests for the Group through one of those two people)
2. TA - BUILDING - ROOM - AND A DETAIL OF THE WORK NEEDED
3. REQUESTED COMPLETION DATE
4. COST STRING TO BE USED IF FUNDED BY GROUP
5. CONTACT NAME IF OTHER THAN YOURSELF
6. LIST ANY *KNOWN* ES&H HAZARDS OR CONCERNS

Once your request is received, we will write a work order and schedule the work based on the priority schema we are required to follow in Facility Management Work Control LIR 230-03-01.5.

Attachment V

Tenant Space

Attachment VI

Fenton Hill

At Fenton Hill (TA 57) all facility maintenance and administrative management costs are charged directly to tenant cost codes. The three spaceholders (P-23, NIS, & EES) share a cost split for routine maintenance such as custodians, pest control, rest room repairs, equipment maintenance, etc. Any maintenance and administrative support of the site from the FMST is also charged directly to the three tenants on an hourly basis. This includes support from project management, facility coordination, and ES&H oversight. Facility management and administrative costs for Fenton Hill are estimated on a yearly basis depending on the type work the site may require. Programmatic work requests done directly for the tenants are not part of the facility management and administrative costs and will be charged directly to codes provided by the requesting Tenant.